

## City of Alexandria, Virginia

## MEMORANDUM

DATE: JANUARY 18, 2006

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: JAMES K. HARTMANN, CITY MANAGER 

SUBJECT: RESOLUTION TO ADOPT CODE ENFORCEMENT FEE INCREASES

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**ISSUE:** Resolution to adopt Code Enforcement permit fee increases and changes.

**RECOMMENDATION:** That the City Council adopt the attached resolution (Attachment 1). The new fees would be effective immediately.

**BACKGROUND:** City Council in the context of the FY 2006 budget deliberations approved in concept increasing the fees associated with site plan processing and construction permits to offset the costs associated with the additional staff needed to handle the anticipated increase in development in the City. Over the past few months City Code Enforcement staff has met with representatives of the building and development community to discuss these proposed fee increases. In general, the building and development community is supportive of these fee increases because they understand that 100% of the fee increases will go towards covering the City's costs related to the development and construction process to ensure that the process is responsive and timely. In February, we will docket a resolution to increase the fees associated with the site plan process. The proposed fee increases for code enforcement are as follows:

- (1) Increase the minimum permit fee by \$10, from \$40 to \$50 to cover the average Code Enforcement Bureau staff costs to process and to conduct (building, electrical, mechanical and plumbing) inspections;
- (2) Increase various fees established for plan review services, including revisions and amendments, specialty permits, non-minimum fee permits, overtime inspection services, administrative services, modification requests, etc., to cover an increase in staff costs for researching, reviewing, and performing these services;
- (3) For new construction, change the referenced construction cost index from the Building Valuation Data Report of BOCA to the current Building Valuation Table of ICC, which is published in the Building Safety Journal by the International Code Council (ICC). By utilizing the ICC Building Evaluation Table permit fees will be tied to a nationally recognized construction cost index that is updated bi-annually;

- (4) Increase the fees for alterations, renovations, repairs and specialty items from \$.12 per square foot to \$.15 per square foot or \$15 per \$1000 of the estimated construction cost - whichever is greater. This would include non-residential tenant spaces and would eliminate the flat fee of \$75 for spaces 1,500 square feet and less. This increase will cover the average cost of permit review and allow our fees to be comparable to those assessed in neighboring jurisdictions for these types of review;
- (5) Add a fee for the issuance of a Temporary Certificate of Occupancy, for the extension of each Temporary Certificate, and for the conversion of a Temporary to a Permanent Certificate of Occupancy. Temporary Certificates of Occupancy are usually requested when for some reason the developer or contractor is not able to meet all requirements of the Uniform Statewide Building Code and the City Code (i.e., Site Plan, SUP or BAR approvals) prior to the promised delivery date of the building. In such cases, a temporary certificate of occupancy may be issued. The fee to issue a Temporary Certificate of Occupancy would be the same as for a Permanent Certificate of Occupancy, \$100, \$125, \$150 or \$500, depending on the usage and square footage. Temporary Certificates are usually issued in 10 to 30 day increments, depending upon the reason for the request. The fee to extend a Temporary Certificate beyond the original expiration date would be 50% of the original fee paid. The fee to convert a Temporary Certificate to a Permanent Certificate would be 50% of the original permit fee;
- (6) Add a method of calculating fees for repetitive work in the same multi-family building complex based on \$15 per \$1000 of the estimated job cost, including labor, material, overhead and profit, for the same type of work such as replacing balconies, washer-dryers, etc;
- (7) Add fees for the Residential Rental Inspection program based on the new ordinance language. A fee of \$50 per unit would be charged for each unit inspected. The initial \$50 fee would include one reinspection. The charge for subsequent re-inspections would be \$50 per unit inspected. For multi-family developments with more than 10 rental dwelling units, no less than 2, nor more than 10%, of the units will be inspected. If the 10% inspection determines that serious violations exist, additional units may be inspected at a fee of \$50 per unit. All fees must be paid before a Certificate of Compliance will be issued;
- (8) Add a filing fee of \$125 for appeals of the Building Code, Fire Prevention Code or the Property Maintenance Code, to the local Building Code Board of Appeals;
- (9) Add "pass-through" fees for third party plan review and inspection services requested to expedite these services. The requestor would pay 100 % of the fees associated with these services **in addition** to the regular permit fees.

**DISCUSSION:** The City of Alexandria has long been in many categories one of the least expensive jurisdictions in Northern Virginia in which to build when looking at site plan, building

permit and impact fees. When compared to Arlington and Fairfax Counties, Alexandria is consistently in the middle to low end of the fee structure. These fee increases will bring City fees more in line with fees in Arlington and Fairfax Counties. The City's fee schedule is simple and straightforward with no hidden plan review or inspection fees. In addition, our goal is to have a strong customer service orientation that helps both the novice and the experienced builder get through the system as quickly as possible. This can translate into time and money savings for the customer.

With the amount of construction within the City expected to increase dramatically in the next several years and with the rising costs of construction and personnel costs, we reviewed our current fee schedule and recommend the added or increased fees discussed above. With the exception of adding fees to start the Fire System Testing and Retesting Program in 2001 and 2003, our minimum permit fees and the method of calculating new construction costs and alterations, renovations, repairs and specialty items, have not changed since 1998. Our proposed increases are the first notable code enforcement fee increases in seven years. The purpose for requesting increases in existing fees, and the addition of new fee categories, is to recover more of the City costs for staff time required to process permits applications, modification requests, appeal applications and multiple certificate of occupancy requests and appeal applications, to perform plan reviews, and to conduct field inspections.

The establishment of an alternative way in which to calculate permit fees for alterations, repairs, renovations and specialty items will discourage low estimated job costs to secure low permit fees. The addition of a fee based on the estimated job cost for repetitive work of the same nature in one location, usually a multi-family rental or condominium complex, is intended as a service to customers for large renovation jobs of existing buildings. Based on our current fee schedule, the cost to upgrade a property (i.e., add washer/dryers in units), or to address maintenance or life safety issues (i.e., balcony repairs), would be prohibitive under our current fee schedule based on an individual permit per unit.

- 1. Increase the minimum permit fee by \$10.00 from \$40.00 to \$50.00** - to cover the average Code Enforcement Bureau staff costs to process these permits. The proposed \$50.00 fee is based on the average cost incurred by staff to process the permit and to inspect work on minimum fee permits. The estimated fiscal impact to the City is an annual increase of \$80,000 in generated revenue.
- 2. Increase by approximately 40%, all fees established for plan review services, including revisions and amendments, specialty permits, non-minimum fee permits, overtime inspection services, administrative services, modification requests, etc.** - to cover an increase in staff costs for researching code issues for plan reviews and modification requests; performing plan reviews for revisions and amendments to issued plans/permits; and calculating costs associated with specialty and non-minimum fee permits. The fee for plan alterations or revisions is a flat fee of \$50.00 per discipline for new commercial construction and \$25.00 per discipline for commercial renovation and

residential jobs. The new fees would be \$70.00 and \$35.00 respectively. Overtime inspections are frequently requested when contractors wish to expedite the construction process to meet benchmarks and delivery dates. The current fees are \$50.00 per staff member per hour. An increase to \$70.00 per hour per staff member will more closely recover staff costs (salary at time and one-half) for these services when the plan review staff and inspectors work after hours or on week-ends or holidays to accommodate the request. Fees associated with the administrative work performed by the Engineering Aides for managing the elevator contract, entering project data, issuing permits and scheduling/canceling inspection requests will also benefit from a fee increase that more closely resembles their hourly wages. The estimated fiscal impact to the City is an annual increase of \$90,000 in generated revenue.

3. **For new construction, change the referenced construction cost index from the Building Valuation Data Report of BOCA to the current Building Valuation Table of ICC. Which is published in the Building Safety Journal by the International Code Council (ICC). By utilizing the ICC Building Evaluation Table permit fees will be tied to a nationally recognized construction cost index that is updated bi-annually - The Building Safety Journal, published by the International Code Council (ICC), is the publication that replaced the BOCA Magazine, published by the Building Officials and Code Administrators International, Inc., when the International Codes were adopted in 2000. By utilizing an updated construction cost index, construction permit fees will rise as construction costs increase. The estimated fiscal impact to the City is an annual increase of \$400,000 in generated revenue.**
4. **Increase the fees for alterations, renovations, repairs and specialty items from \$.12 per square to \$.15 per square foot or \$15 per \$1000 of the estimated construction cost - whichever is greater. - This new method of calculation would include non-residential tenant spaces and eliminate the flat fee of \$75 for spaces 1500 square feet and less. This increase will result in an average cost of permit review more in line with actual costs and will allow our fees to be comparable to those assessed in neighboring jurisdictions. The estimated fiscal impact to the City is an annual increase of \$192,000 in generated revenue.**
5. **Add a fee for the issuance of a Temporary Certificate of Occupancy, for the extension of each temporary Certificate, and for conversion of a Temporary Certificate of Occupancy to a Permanent Certificate of Occupancy. - Temporary Certificates of Occupancy are usually requested when the developer or contractor is not able to meet all requirements of the Uniform Statewide Building Code and the City Code (i.e., Site Plan, SUP or BAR approvals) are met prior to a promised delivery date. The fee to issue a Temporary Certificate of Occupancy would be the same as for a Permanent Certificate of Occupancy, \$100, \$125, \$150 or \$500, depending on the usage and square footage. The fees for Permanent Certificates of Occupancy have not increased since 1994, and no changes are currently proposed. Temporary Certificates are usually issued in 10 to**

30 day increments, depending upon the reason for the request. The fee to extend a Temporary Certificate beyond the original expiration date would be 50% of the original fee paid. The fee to convert a Temporary Certificate to a Permanent Certificate would be 50% of the original permit fee. In addition to offering a service to the public who may need to go to settlement or open for business when there are no life-safety issues remaining to prevent occupancy, these additional fees would help cover the cost of staff time to schedule multiple inspections with City agencies, conduct multiple inspections, and to administratively process each temporary certificate, extension, or conversion to permanent status. As Temporary Certificates of Occupancy list the conditions of the temporary approval and the date of expiration, new certificates must be generated with each inspection, extension or conversion. The estimated fiscal impact to the City is an annual increase of \$100,000 in generated revenue.

6. **Add a method of calculating fees for repetitive work in the same multi-family building complex based on \$15 per \$1000 of the estimated job cost, including labor, material, overhead and profit, for the same type of work such as replacing balconies, washer-dryers, etc.** - The addition of a fee based on the estimated job cost for repetitive work of the same nature in one location, usually a multi-family rental or condominium complex, is intended as a service to customers for large renovation jobs of existing buildings. Based on our current fee schedule, the cost to upgrade a property (i.e., add washer/dryers in units), or to address maintenance or life safety issues (i.e., balcony repairs), would be prohibitive under our current fee schedule based on an individual permit per unit.

For example, using the new method of calculating fees, a \$40,000 washer/dryer replacement job permit for a 50 unit complex would cost \$600. At \$50.00 per unit, the permit cost would be \$2,500. In addition to covering staff costs, this type of permit will better utilize staff inspection time as inspections will be conducted per building or per floor, instead of by individual unit, once the work is completed. The estimated fiscal impact to the City is an annual increase of \$25,000 in generated revenue.

7. **Add fees for the Residential Rental Inspection program based on the new ordinance language.** - A 2004 change to the City ordinance for the Residential Rental program was mandated by State legislature resulting in the fee structure changing from \$3.00 per dwelling unit, or a \$30.00 minimum fee per application, to \$50.00 per unit inspected or \$50.00 per additional unit or \$50.00 for each inspection beyond the initial reinspection. In fiscal year 2004, the Residential Rental Permit Program covered approximately 30,613 rental units and generated \$95,764 in permit revenues. According to the 2000 census, there are approximately 68,782 residences in the City. Among them, approximately 40,750 (59%) are rental properties. Recognizing that many rental properties are converting to condominiums and some may be exempted from the Residential Rental Program for 48 months under the new regulations, it is difficult to estimate how many rental units will remain in the prescribed inspection districts. However, the estimated fiscal impact to the

City is an annual increase of approximately \$54,236 in generated revenue.

8. **Add a filing fee of \$125 for appeals of the USBC, Fire Prevention Code or the Property Maintenance Code, to the local Building Code Board of Appeals** - to cover the average Code Enforcement Bureau staff costs to process these applications, write briefs for the appeal board and present the case before the board. While new, this type of charge would be similar to the fee charged by Planning and Zoning for BZA appeals. The proposed \$125 fee is based on the average cost incurred by staff to process the appeal application and is in line with the fee charged for Modification requests. On high average, ten appeals are filed per year. The estimated fiscal impact to the City is an annual increase of \$1,250 in generated revenue.
  
9. **Add “pass-through” fees for third party plan review and inspection services in addition to the regular permit fees.** - The addition of this method will allow the Building Official discretion in providing a service of expedited plan review and inspection services when requested by developers or contractors. The requestor would agree to pay 100 % of the fees associated with these services in addition to the regular permit fees. This will allow the Building Official to engage the services of a contractor to review plans and/or conduct inspections. However, the responsibility for the work remains with the Building Official which requires staff time to perform quality control reviews and inspections of the services performed by third party contractors. In addition, all administrative processes, including management of third party personnel, will be handled by staff and regular permit fees costs will cover these expenditures. This is considered a revenue neutral service.

**FISCAL IMPACT:** The fiscal impact of the proposed fee changes would result in additional annual revenue increase of approximately **\$942,486** for a full year. It should be noted that the figures from fiscal year 2004 were used for most comparisons. With the known and anticipated increases in construction at Potomac Yard, Landmark, Carlyle, Eisenhower East Corridor, and Cameron Station to name a few, the figures projected for the next fiscal year should be significantly higher. Assuming that there will be 8,100,000 square feet of development in FY2007, 7,600,000 square feet in FY 2008, and 4,600,000 square feet of development in each year thereafter, the increase in revenue will be \$1,608,446 in FY 2007, \$1,542,646 in FY 2008, and \$ 1,147,846 a year thereafter. These additional revenues will be used to recover the costs of additional City staff needed to keep up with the expected volume of permit applications, plan reviews and inspections. While the purpose of the proposed increases is to help recover more of the cost incurred by the City for staff time involved in processing permit applications, reviewing plans and conducting inspections, some changes are considered revenue neutral and will simply provide better customer service.

**ATTACHMENTS:**

Attachment 1 - Resolution

Attachment 2 - Current Code Enforcement Bureau Fee Schedule

**STAFF:**

Bruce Johnson, Director, Office of Management and Budget

Gary A. Mesaris, Fire Chief

Arthur D. Dahlberg, Director, Code Enforcement

RESOLUTION NO. \_\_\_\_\_

**WHEREAS**, section 8-1-29(a) of The Code of the City of Alexandria, Virginia, 1981, as amended, provides that all fees for permits, inspections and certificates required by the Virginia Uniform Statewide Building Code shall be as established by resolution of the city council; and

**WHEREAS**, Resolution No. 2067, adopted by city council on April 12, 2003, which incorporated an attached fee schedule, is the most recent establishment of such fees by the council; and

**WHEREAS**, city council has determined that the fee schedule set forth in Resolution No. 2067 is in need of amendment and adjustment to change the fees charged for permits that authorize *construction, to include alterations, additions, trade work (electrical, plumbing, mechanical and fire protection systems); fire prevention code permits; property maintenance inspections; and associated staff services for these functions and the fire protection retesting program.*

**NOW, THEREFORE, BE IT RESOLVED BY THE  
CITY COUNCIL OF ALEXANDRIA, VIRGINIA:**

1. That the fee schedule attached hereto, entitled "City of Alexandria, Virginia, Code Enforcement Bureau, Fee Schedule," dated *January, 2006*, is deemed to contain fair and appropriate fees to be paid by persons seeking various permits, inspections and certificates, and other services, from the city's Code Enforcement Bureau;

2. That said fee schedule shall be, and hereby is, approved and incorporated by reference in this resolution, and shall, until amended or rescinded, set forth the fees to be charged for various permits, inspections and certificates that are required by the Virginia Uniform Statewide Building Code and are issued by the city's Code Enforcement Bureau, as well as for other services that are performed by the bureau;

3. That Resolution No. 2067, adopted on April 12, 2003, shall be, and hereby is, rescinded; and

4. That this resolution shall be effective January 24, 2006, and the attached fee schedule shall, from that date on, be in full force and effect.

Adopted: January 24, 2006

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WILLIAM D. EUILLE

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MAYOR

ATTEST:

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Jackie M. Henderson, CMC City Clerk

CITY OF ALEXANDRIA, VIRGINIA

CODE ENFORCEMENT BUREAU

FEE SCHEDULE

January , 2006

The following is a description of the fees to be charged for various permits and certificates issued by, and for various services performed by, the Alexandria Code Enforcement Bureau. No permit or certificate may be issued, nor service rendered, until the applicable fee has been paid in full. Permits remain the property of the City of Alexandria from time of issuance until time of expiration.

1. **CONSTRUCTION FEES:**

- a. **NEW CONSTRUCTION - BASIS OF FEES:** The fee for each permit for new construction, to include additions to existing structures, shall be *six dollars (\$6.00) per thousand (\$1,000) of the estimated total construction costs*. The total construction cost shall **include all involved labor and material** valued at the current retail market value **plus overhead and profit**.

Total construction costs for new construction, **to include additions**, shall be computed by multiplying the total gross *area* square footage of the structure by the figure in the *table* of the current "*Building Valuation Data*" as published in the *Building Safety Journal* by *International Code Council (ICC)*, corresponding to the appropriate use group and type of construction. Total gross *area* square footage is defined as the gross area of each floor, including *foundation work*, basement and garage, in addition to the horizontal projection of the roof area including *roof coverings and overhangs*. *The price of the land on which the building is built is not included as it does not affect code enforcement activities.*

**EXCEPTION:** Modular/factory-built single family homes.

Separate permits are required for specialty items as described below (see 1b).

- b. **ALTERATIONS, RENOVATIONS, REPAIRS AND SPECIALTY ITEMS- BASIS OF FEES:** The permit fee for residential and non-residential improvements (alterations, repairs and specialty items) shall be calculated at *\$.15 per square foot of gross floor area or fifteen dollars (\$15.00) per thousand (\$1000) of the estimated construction costs, which ever is greater*. For non-residential tenant spaces, the gross floor area shall be the floor area within the perimeter of the outside walls of the building or space under construction. Specialty items shall include:

- (1) construction of footings and/or foundation to grade (when special approval is obtained from the Building Official) prior to issuance of a permit for full construction,
- (2) installation of retaining walls, sheeting & shoring, signs and other miscellaneous structures, and
- (3) any other construction or installation not mentioned above.

- c. **MINIMUM BUILDING PERMIT FEE:** The minimum building permit fee shall be *fifty dollars (\$50.00)*.
- d. **MODULAR OR FACTORY-BUILT HOMES:** The permit fee for modular or factory-built homes shall be *one hundred and fifty dollars (\$150.00)*.
- e. **EXTENSION OF PERMIT:** The fee to extend the life of an current permit shall be *thirty dollars (\$30.00)*.
- f. **AMENDMENT OF PERMIT:** The fee to amend a permit to reflect a change in property ownership, contractor, *or any other change* , shall be *twenty-five dollars (\$25.00)*.
- g. **BUILDING CODE MODIFICATION FEE:** The fee to process an application for a modification to the Uniform Statewide Building Code shall be *one hundred and twenty-five dollars (\$125.00)*.
- h. **CERTIFICATE OF USE AND OCCUPANCY:** The fee for a Certificate of Use and Occupancy for a one or two family dwelling shall be \$125. The fee for a Certificate of Use and Occupancy for a commercial tenant space 500 square feet and less is \$100; for a tenant space between 501 and 1500 square feet shall be \$125 and any space greater than 1500 square feet shall be \$150. A Certificate of Use and Occupancy for the shell and core areas of any building shall be \$500 and the Master Certificate of Use and Occupancy shall be \$150.  
  
*Fees for Temporary Certificates of Occupancy shall be the same as for a permanent Certificate. The fee to extend an issued temporary Certificate of Use and Occupancy shall be 50% of the original fee paid for each extension. To convert a temporary Certificate of Occupancy to permanent status, the fee shall be 50% of the original fee paid.*
- i. **RELOCATION:** The fee for a building permit to remove a building or structure from one lot to another or to a new location on the same lot shall be *fifteen dollars (\$15.00) per thousand (\$1000)* of the estimated cost of moving plus the cost of new foundations (*charged as a specialty item - see 1b*) and all work necessary to place the building or structure in its completed condition in the new location.
- j. **DEMOLITION:** The fee for a permit to demolish a building or structure shall be one hundred dollars (\$100.00) for each building or structure. A performance bond or cash deposit will be required in the amount of one dollar per square foot (\$1.00/sq. ft.) for the gross square footage of the building to be razed, for the purpose of assuring the completion of demolition, securing the site for public safety, finished grading, sodding/seeding of the site and other necessary measures to prevent soil erosion. The minimum cash deposit or bond shall be one thousand dollars (\$1,000.00). Should the bond/cash deposit not adequately fulfill this purpose, the City of Alexandria shall have the right to place a lien on the property in an amount sufficient to reimburse it for its expenses made to enforce or accomplish compliance with the above to the extent the same are not adequately provided for by the bond.
- k. **DEPOSIT FOR PLANS REVIEW:** For those permit applications which require plans review, twenty percent (20%) of the estimated permit fee will be deposited with the City of Alexandria at the time of submission as payment for the plans review. This deposit

is non-refundable and the amount will be deducted from the total permit fee at the time of permit issuance.

1. **FEE FOR PLAN REVISIONS AND AMENDMENTS:** Applicants will be charged for all plan reviews subsequent to the initial plan review due to revisions or amendments in the plan, and for all changes to approved plans. A flat rate fee of *one hundred dollars (\$100.00)* per trade discipline (i.e., plumbing, electrical, mechanical, structural and fire protection) will be assessed for new commercial, new or existing multifamily, *and new single family residential* construction plan revisions/amendments. A flat fee of *fifty dollars (\$50.00)* per trade discipline will be assessed for plan revisions/amendments for commercial alterations and existing single family alterations.
  
- m. **MULTIPLE REINSPECTIONS:** Routine inspections are defined as one inspection and one reinspection. In the event that more than one reinspection is required to approve any element of construction, an administrative fee of *fifty-five dollars (\$55.00)* will be applied to the second and each subsequent reinspection. No second or subsequent reinspection will be conducted unless the applicant has paid any previous administrative reinspection fee.

2(A). **ELECTRICAL FEES (RESIDENTIAL):**

- a. The fee for services in residential use shall be as follows:

	100 Amperes or less	\$ 50.00
101 to	200 Amperes	\$ 100.00
201 to	300 Amperes	\$ 150.00
301 to	400 Amperes	\$ 200.00
	401 Amperes or greater	\$250.00

- b. The fee for supplemental electrical work in one/two family use groups shall be *fifty dollars (\$50.00)*.

2(B). **ELECTRICAL FEES (OTHER THAN ONE/TWO FAMILY DWELLINGS):**

- a. **NEW CONSTRUCTION:** The electrical fee for new construction, is included in the base building permit fee. The electrical contractor must obtain an electrical permit at the minimum fee of *fifty dollars (\$50.00)*
  
- b. **RENOVATION, CONVERSION, GENERAL RECONSTRUCTION:** The electrical fee for renovation, conversion, and general reconstruction shall be *three dollars per kilovolt-ampere (\$3.00/kva)* rating of each circuit at the service panel, but not less than *fifteen dollars (\$15.00) per thousand (\$1000) of estimated cost nor less than fifty dollars (\$50.00)*.
  
- c. **REPLACEMENT OF EQUIPMENT, APPLIANCES AND DEVICES:** The electrical fee for replacement of equipment, appliances and devices not requiring replacement or new circuit shall be *three dollars per kilovolt-ampere (\$3.00/kva)* rating of the replacement item, but not less than *fifteen dollars (\$15.00) per thousand (\$1000) of estimated cost nor less than fifty dollars (\$50.00)*.

- d. **SERVICE PANEL REPLACEMENT:** The fee for service panel replacement shall be *three dollars per kilovolt-ampere (\$3.00/kva)* rating of the new panel, less the kilovolt-ampere (kva) rating of the old panel but not less than *fifteen dollars (\$15.00) per thousand (\$1000) of estimated cost nor less than fifty dollars (\$50.00)*.

2(C). **ELECTRICAL FEES (SPECIAL):**

- a. The fees for special electrical permits are as follows:

- (1) **Electric Signs** - *fifty dollars (\$50.00)*.
- (2) **Transformers** - The permit fee is based on *twenty cents* per kilovolt-ampere (\$0.20/kva) rating of the transformer or a minimum permit fee of *fifty dollars (\$50.00)*, whichever is higher.
- (3) **Indoor expositions, exhibitions** - The permit fee is based on *seven* dollars per three thousand square feet (*\$7.00/3,000 sq. ft.*) of floor area or a minimum permit fee of *fifty dollars (\$50.00)*, whichever is higher.
- (4) **Amusement rides** - Amusement ride inspections are based upon contracts with third party inspectors. The fees to the consumer are calculated at one hundred percent (100%) of the actual cost to the City of Alexandria plus *seven percent (7%)* as administrative fees.
- (5) **Special electrical equipment** - The permit fee for any special electrical equipment not mentioned above shall be determined by the Building Official based upon the costs involved in the enforcement of the Virginia Uniform Statewide Building Code.

3. **ELEVATOR PERMIT AND INSPECTION FEES:**

Elevator, escalator, dumbwaiter, chairlift, manlift, *mechanical hoists*, and moving walkway inspection and permit fees are based upon the award of annual contracts to qualified third party elevator inspection services. The fees to the consumer are calculated at one hundred per cent (100%) of the actual cost to the City of Alexandria plus *seven percent (7%)* as administrative fees.

4. **PLUMBING PERMIT FEES:**

- a. **NEW CONSTRUCTION:** The plumbing fee for new construction is included in the base building permit fee. The plumbing contractor must obtain a plumbing permit at the minimum fee of *fifty dollars (\$50.00)*.
- b. **EXISTING CONSTRUCTION:** The plumbing permit fee for each replacement or alteration to an existing plumbing system shall be *fifty dollars (\$50.00)* per dwelling unit or non-residential occupancy plus *three dollars (\$3.00)* each for the fourth and subsequent fixtures, but not less than *fifteen dollars (\$15.00) per thousand (\$1000) of the estimated cost, whichever is greater*.

5. **MECHANICAL PERMIT FEES:**

- a. **NEW CONSTRUCTION:** The mechanical fee for new construction is included in the base building permit fee. The mechanical contractor must obtain a mechanical permit at the minimum fee of *fifty dollars (\$50.00)*.
- b. **EXISTING CONSTRUCTION:** The permit fee for the installation of mechanical systems (which includes gas piping) and equipment shall be *fifty dollars (\$50.00)* or *fifteen dollars (\$15.00) per thousand (\$1000)* of estimated cost of purchase and installation, including materials, overhead and labor, whichever is higher.

6. **ADDITIONAL SPECIAL SERVICE FEES:**

- a. **OVERTIME:** Overtime inspections, weekend inspections, holiday inspections, plans review or other use of code enforcement services shall be charged at the rate of *seventy dollars (\$70.00)* per hour or *any part thereof* per employee involved in the special service. In the event that this use of special services requires the "call-back" of code enforcement employees, a minimum four-hour service fee will be charged per employee.
- b. **WORK WITHOUT PERMIT OR FOR WORK THAT EXCEEDS THE SCOPE OF THE ISSUED PERMIT:** For all work begun without a permit, for which a permit is necessary, or for work that exceeds the scope of the issued permit, a fee of two times the regular permit fee or two hundred and fifty dollars (\$250.00), whichever is lesser, will be surcharged to the regular fee to offset the administrative costs.
- c. **REPETITIVE WORK IN THE SAME MULTI-FAMILY BUILDING/COMPLEX:** Fees for work of the same nature in one location may be charged at *fifteen dollars (\$15.00) per thousand (\$1000)* of the estimated job cost (including labor, materials, overhead and profit) provided that one permit is issued for each building address (with individual residential units noted) and the work per floor or per building is ready for inspection at the same time. Repetitive work in an apartment complex may include the replacement of window units, balconies, water heaters, washer-dryers, etc. One permit per trade shall be issued to each building with affected units noted on the permit application. Work must be completed to allow one inspection per floor or per building at the discretion of the Building Official.

7. **FIRE PROTECTION SYSTEM PERMIT FEES**

- a. **FIRE SUPPRESSION SYSTEMS:** The permit fee for the installation or alteration of fire suppression systems such as fire sprinkler, standpipe or hood systems shall be *fifty dollars (\$50.00)* or three and one-half percent(3.5%) of the total purchase and installation costs including overhead and labor or *ten dollars (\$10)* per head charge, whichever is greater.
- b. **FIRE ALARM SYSTEMS:** The permit fee for the installation or alteration of fire alarm systems shall be *seventy five dollars (\$75.00)* plus *thirteen dollars (\$13.00)* per each indicating and initiating device or three and one-half percent(3.5%) of the total purchase and installation costs including overhead and labor, whichever is greater.
- c. **FIRE HYDRANT FLOW RATE TESTING FEE:** The fee for fire hydrant flow rate testing shall be two hundred dollars (\$200.00).

8. **FIRE PROTECTION SYSTEM RETESTING FEES**

1. **RETESTING FEES:** The fee for fire protection systems required to be inspected and tested on an annual basis shall be twenty dollars (\$20.00) per quarter hour or part thereof for each inspector required to witness the inspection and test between 5:00 a.m. and 3:30 p.m., Monday through Friday.
2. **CANCELLATION FEES:** The fee for cancellation of scheduled retest or inspection of an existing fire protection system shall be one hundred and sixty dollars (\$160) for each cancellation.

9. **RESIDENTIAL RENTAL INSPECTION FEE:**

*A fee of fifty dollars (\$50.00) shall be charged for each residential rental unit inspected. This fee includes one reinspection at no additional charge. Each subsequent reinspection will be charged at fifty dollars (\$50.00) per unit reinspected.*

*For multi-family developments with more than ten (10) rental dwelling units, no less than two (2) units and no more than ten percent (10%) shall be inspected. A fee of fifty dollars (\$50.00) per unit shall be charged for no more than 10 units, regardless of the number of units actually inspected. This fee includes one reinspection at no additional charge. If the 10% inspection determines that serious violations exist, additional units may be inspected at a fee of fifty dollars (\$50.00) per unit. Each subsequent reinspection will be charged at fifty dollars (\$50.00) per unit reinspected. All fees must be paid before a Certificate of Compliance will be issued.*

10. **BUILDING MAINTENANCE CODE COMPLIANCE DATE EXTENSION FEE:**

The fee for an extension of time in which to comply with a notice of violation of a building maintenance code violation shall be *thirty-five dollars (\$35.00)*.

11. **BUILDING CODE BOARD OF APPEALS HEARING FEE:**

*The filing fee for an appeal to the Alexandria Building Code Board of Appeals shall be one hundred and twenty-five dollars (\$125) for appeals relating to the Uniform Statewide Building Code, Fire Prevention Code or the Property Maintenance Code. The fee must be paid at the time of submitting the application for the appeal and is non-refundable.*

12. **PASS-THROUGH FEES FOR PLAN REVIEWS AND INSPECTION SERVICES**

*At the discretion of the Building Official, projects may be approved for third party plan review and inspection services with the understanding that 100% of the fees associated with these services will be recovered and paid to the City in addition to the regular permit fees.*

# CITY OF ALEXANDRIA CODE ENFORCEMENT

## FEE SCHEDULE



Effective July 1, 2002  
Council Resolution #2031

The following is a description of the fees charged for various permits and certificates issued by, and for various services performed by, the Alexandria Code Enforcement Bureau. No permit or certificate may be issued, nor service rendered, until the applicable fee has been paid in full. Permits remain the property of the City of Alexandria from the time of issuance until time of expiration.

### CONSTRUCTION FEES

**A. MINIMUM BUILDING PERMIT FEE . . . . . \$40.00**

**B. BASIS OF FEES:** The fee for each permit for new construction shall be six tenths per cent (0.6%, or .006 times) of the estimated total construction cost. The total construction cost shall include all involved labor and material valued at the current retail market value plus overhead and profit.

Total construction costs for new construction shall be computed by multiplying the total gross square footage of the structure by the figure in Table 1 of the current "Building Valuation Data Report" as published by ICC Building Safety Journal corresponding to the appropriate use group and type of construction. Total square footage is defined as the gross area of each floor, including basement and garage, in addition to the horizontal projection of the roof area including roof overhangs. Separate permits are required for specialty items described below.

**EXCEPTION: Modular/factory-built single family homes . . . . . \$100.00**

### ALL OTHER STRUCTURES - (ALT/REPAIRS)

**C. NON-RESIDENTIAL TENANT IMPROVEMENTS** - are calculated at \$0.12 per square foot of gross floor area or seventy-five dollars (\$75), whichever is greater. The gross floor area shall be the floor area within the perimeter of the outside walls of the building or space under construction.

**EXCEPTION:** If the construction affects structural members, structural loads or means of egress, the fee shall be calculated at \$0.12 per square foot or seventy-five dollars (\$75.00), whichever is greater. The applicability of this exception shall be determined by the Building Official.

- Minimum fees:  
• Spaces 1500 Sq. ft. and less . . . . . **\$75.00**

**D. RESIDENTIAL ALTERATIONS/REPAIRS** - are calculated at one and two-tenths percent (1.2%) of the total construction cost. The total construction cost shall include all involved labor and material valued at the current retail market value plus overhead and profit.

**E. SPECIALTY ITEMS** - are calculated at one and two-tenths percent (1.2%) of the total construction cost. The total construction cost shall **include all involved labor and material** valued at the current retail market value **plus overhead and profit.**

Specialty items include the following:

- (1) excavation, sheathing, shoring, construction of footings and foundations (when special approval is obtained from the Building Official) prior to issuance of a permit for full construction;
- (2) installation of retaining walls, signs and other miscellaneous structures;
- (3) re-roofing;
- (4) installation of fireplace inserts; and
- (5) any other construction or installation not mentioned above.

**F. RELOCATION** ..... 1.2% of total cost  
 The fee for a building permit to remove a building or structure from one lot to another or to a new location on the same lot shall be one and two-tenths percent (1.2%) of the total estimated cost of moving, **plus** the cost of new foundations and all work necessary to place the building or structure in its completed condition in the new location.

**G. CERTIFICATE OF USE AND OCCUPANCY**

- one or two family dwellings ..... **\$125.00**
- commercial space 500 square feet and less ..... **\$100.00**
- commercial space 501 and 1500 sq. ft. .... **\$125.00**
- commercial space greater than 1500 sq. ft. .... **\$150.00**
- shell and core areas of any building ..... **\$500.00**
- Master Certificate of Use & Occupancy ... **\$150.00**

**H. DEMOLITION** ..... **\$100.00 per building or structure**

A performance bond or cash deposit is required in the amount of one dollar per square foot (\$1.00/sq. ft.) for the gross square footage of the building to be razed for the purpose of assuring the completion of the demolition, securing the site for public safety, finished grading, sodding/seeding the site and other necessary measures to prevent soil erosion. The minimum cash deposit or bond shall be \$1,000.00. Should the bond/cash deposit not adequately fulfill this purpose, the City of Alexandria shall have the right to place a lien on the property in an amount sufficient to reimburse it for the expenses made to enforce or accomplish compliance with the above to the extent the same are not adequately provided for by the bond.

**I. AMUSEMENT RIDES**

- Kiddie Rides ..... **\$15.00 each**
- Major Rides ..... **\$25.00 each**
- Spectacular Ride ..... **\$45.00 each**

Amusement Ride Operators have the option of hiring State certified third party inspectors or having the City perform inspections on the amusement devices. If a third party inspector is used, a \$50.00 administrative fee is charged to cover the cost of processing the permit application. Proof of financial responsibility, (bond or Certificate of Insurance) in the amount of \$300,000 must be provided.

**FIRE PROTECTION SYSTEMS**

**A. FIRE SUPPRESSION SYSTEMS**

**\$40.00 or 3.5%** of estimated cost of total purchase and installation costs **or \$7.75** per sprinkler head, whichever is greater. **Exception:** No permit fee will be charged for the replacement of Omega sprinkler heads manufactured by Central Sprinkler Company. All required inspections shall be performed following the completion of work.

**B. FIRE ALARMS** ..... **\$75 + \$9.00** per initiating and indicating device **or 3.5%** of the total purchase and installation costs, whichever is greater.

**C. FIRE HYDRANT FLOW RATE TESTING FEE \$200.00**

**FIRE PROTECTION SYSTEMS RETESTING FEES**

**A. RETESTING FEES**

Required annual inspections and testing of fire protection systems fees shall be twenty dollars (\$20) per quarter.

**B. CANCELLATION FEES** ..... **\$100.00**

A fee of \$100.00 will be charged for each cancellation of a scheduled retest or inspection of an existing fire protection system.

**ELECTRICAL PERMIT FEES**

**A. MINIMUM ELECTRICAL FEE** ..... **\$40.00**

**B. New Construction - Other than One & Two Family Dwelling**

The electrical fee for new construction is included in the base building permit fee. The electrical contractor must obtain an electrical permit at the minimum fee of forty dollars (\$40.00).

**C. Residential - One & Two Family Dwellings**

a. The fee for services in residential use shall be as follows:

- 100 Amperes or less ..... \$ 48.00
- 101 to 200 Amperes ..... 96.00
- 201 to 300 Amperes ..... 144.00
- 301 to 400 Amperes ..... 192.00

b. **Supplemental electrical work . . . \$40.00**  
New appliance/fixture installation; relocation of fixtures, outlets, sub-panels, wiring, service; and/or the replacement of ungrounded outlets with grounded (3-prong) type.

**D. Non-residential and other than One/Two Family Dwellings**

a. **Renovation, Conversion, General Reconstruction** shall be charged at \$2.00 per kilovolt ampere (\$2.00/kVA) rating of each circuit at the service panel, but not less than 1.2% of the estimated cost nor less than forty dollars (\$40.00).

b. **Replacement of Equipment, Appliances & Devices** not requiring replacement or new circuits shall be \$2.00 per kilovolt ampere (\$2.00/kVA) rating of the replacement item, but not less than 1.2% of the estimated cost nor less than forty dollars (\$40.00).

c. **Service Panel Replacement** shall be \$2.00 per kilovolt-ampere (\$2.00/kVA) rating of the new panel less the kilovolt-ampere (kVA) rating of the old panel, but not less than 1.2% of the estimated cost nor less than forty dollars (\$40.00).

**E. Special Electrical Permit Fees**

The minimum fees for special electrical permits are as follows:

- **Electric Signs** ..... \$40.00
- **Transformers** ..... \$0.15/kVA rating or \$40.00
- **Indoor expositions, exhibitions** ..... \$5.00 per 3,000 sq.ft. or \$40.00 - whichever is greater
- **Special Electrical Equipment**

The permit fee for any special electrical equipment not mentioned above shall be determined by the Building Official based upon the costs involved in the enforcement of the Virginia Uniform Statewide Building Code (USBC).

**ELEVATOR PERMIT AND INSPECTION FEES**

Elevator, escalator, dumbwaiter, chairlift, manlift, and moving walkway inspection and permit fees are based upon the award of an annual contract to a qualified third party elevator inspection services. The fees to the consumer are calculated at one hundred percent (100%) of the actual cost to the City of Alexandria plus a five percent (5%) administrative fee.

**A. INSTALLATIONS** - 1.2% of the total installation cost plus \$49.00 per unit.

**B. ANNUAL ELEVATOR CERTIFICATES** ..... \$79.00 per elevator or escalator \$39.50 per dumbwaiter, chairlift, manlift.

**PLUMBING PERMIT FEES**

**A. MINIMUM PERMIT FEE** ..... \$40.00

**B. NEW CONSTRUCTION**  
The plumbing fee for new construction is included in the base building permit fee. The plumbing contractor must obtain a plumbing permit at the minimum fee of forty dollars (\$40.00).

**C. EXISTING CONSTRUCTION**  
Replace, extend or modify water pipe, relocate existing fixtures or install fixtures where plumbing is roughed in, is \$40.00 for the first 3 fixtures per dwelling unit or non-residential occupancy plus \$2 each for the fourth and each subsequent fixture, but not less than 1.2% of the estimated job cost. Permits are not required for the exact replacement of plumbing fixtures.

**MECHANICAL PERMIT FEES**

**A. MINIMUM PERMIT FEE** ..... \$40.00

**B. NEW CONSTRUCTION**  
The mechanical fee for new construction is included in the base building permit fee. The mechanical contractor must obtain a mechanical permit at the minimum fee of forty dollars (\$40.00).

**C. EXISTING CONSTRUCTION**  
1.2% of total cost or \$40.00 - whichever is greater for the installation of mechanical systems (which includes gas piping and/or the relocation, extension, modification or replacement of ductwork, piping, venting or wiring) and equipment. The total cost shall include the purchase and installation of materials, overhead and labor.

**FIRE PREVENTION CODE PERMITS**

The article of the Fire Prevention Code being permitted determines the fee. **With the exception of Assembly/Educational permits, FPC permits are \$88.50 or \$100.00.** Hazardous Use permits for Fireworks require proof of financial responsibility (certificate of insurance naming the City as co-insured) in the amount of \$1,000,000.

**Assembly/Educational permit fees are based on the occupancy as follows:**

- less than 50 occupants ..... \$ 50.00
- 50-100 occupants ..... \$ 100.00
- over 100 occupants ..... \$ 250.00

**ANNUAL RESIDENTIAL RENTAL PERMITS**

\$3.00 per unit or minimum application fee of \$30.00, whichever is greater.

**REGISTRATION OF VACANT BUILDINGS ..... \$25.00**

A building which has been continuously vacant for a period of 12 months or more must be registered with the Director of Code Enforcement.

**ADDITIONAL SPECIAL SERVICE FEES FOR ALL PERMIT TYPES / TRADES**

- A. Deposit for Plan Review** ..... 20% of estimated permit fee for those permit applications which require plans review. This deposit is non-refundable. The amount will be deducted from the total permit fee when the permit is issued.
- B. Plan Revisions & Amendments**  
Plan reviews subsequent to the initial plan review due to revisions of the plan or amendments to the approved plans will be charged a flat fee per trade discipline (ie: plumbing, electrical, fire protection, mechanical or structural) by use:
  - \$50 per trade discipline for new commercial & multi-family construction;
  - \$25 per trade discipline for single family residential & commercial alteration.
- C. Code Modification Fee** ..... \$100.00  
To process an application for a modification to the Uniform Statewide Building Code, Property Maintenance, or to the Fire Prevention Code.

**D. Extension of Permit** ..... \$25.00  
Per 6 month extension. **NOTE:** Expired permits cannot be extended.

**E. Amendment of a Permit** ..... \$10.00  
To reflect a change in property ownership, address, and/or a change in contractor information.

**F. Inspections**

- a. Multiple Reinspections** ... \$50.00/hr (\$200 min)  
Routine inspections are defined as one inspection and one reinspection. In the event that more than one reinspection is required to approve any element of construction, an administrative fee of \$50.00 will be applied to the second and sub-sequent reinspection. No second or subsequent reinspection will be conducted until the applicant has paid all administrative reinspection fees.
- b. Overtime**  
Overtime inspections, weekend inspections, holiday inspections, plans review or other use of Code Enforcement services will be charged a minimum fee of \$200.00 for the first four hours and \$50.00 per hour, per employee, involved in the special service thereafter.

**G. Work Without Permits - STOP WORK ORDERS**

For work begun without a permit when a permit is required, a fee of two times the regular permit fee, or \$200.00, whichever is lesser, will be charged, in addition to the regular permit fee, to offset the administrative costs.

**H. Building Code Compliance Date Extension**  
The fee to request an extension to the compliance date for a building code case is \$25.00. This request must be made prior to the expiration of the original compliance date. The fee is non-refundable.

**I. State Surcharge** of 1.75% of the permit fee is required on all construction and trade permits. This surcharge is established by the Commonwealth of Virginia and is subject to change without notice.

